

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> 73676	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position:		US OPM PCE for Mgmt & Program Analyst Series, GS-343, 890, US OPM Administrative Analysis Grade Evaluation Guide, 8-90			
b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC	
Official Allocation Program Analyst	GS	0343	13	001	
4. Supervisor's Recommendation	GS	0343	13		
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. Air Pesticides & Toxics Management Division		h. Employing Office Location Atlanta, Georgia			
d. Immediate Office		i. Organization 90461100			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Carol L. Kemker, Deputy Air, Pesticides & Toxics Management Division		d. Typed Name and Title of Second-Level Supervisor Beverly H. Banister, Director Air, Pesticides & Toxics Management Division			
b. Signature	c. Date	e. Signature	f. Date		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code
g. Bargaining Unit Code	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( <input checked="" type="checkbox"/> % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature		j. Date
11. REMARKS					

PROGRAM ANALYST  
GS-0343-13

INTRODUCTION

This position is located in the Immediate Office of the Air, Pesticides & Toxics Management Division. The incumbent serves as Program Analyst and is responsible for programmatic, administrative, and managerial support activities within the Air, Pesticides & Toxics Management Division. Works as liaison between the Director/Deputy Directors, other Divisions, Regional and Headquarters personnel. The incumbent works closely with the Division Director and Deputy Directors on a variety of programmatic, human capital and fiscal activities.

MAJOR DUTIES

The incumbent is responsible for providing expert technical advice to the Division Director and Deputies, Branch Chiefs and key managers in the division in the development of policies necessary to attain goals and objectives affecting operational activities of the Air, Pesticides & Toxics Management Division. This includes critical input on policy procedures, operations and recommendation for program initiatives. Serves as Special Assistant to the Division Director and Deputies in the Division. Uses a wide range of qualitative and/or quantitative methods to assess program effectiveness. Provides advice and guidance on administrative policy, planning, coordination and a variety of other matters as they relate to the administrative responsibilities including improvement of complex management processes and systems within the Division. Coordinates and negotiates with Senior management officials in planning and developing various work activities which require coordination throughout the Division. Continually reviews operations to improve procedures which affect the overall effectiveness of the Division.

Tracks changes in legislation and development of regulations, policies and guidance related to program activities. Advises Director on status, implications, and planning and implementation considerations associated with these changes. Independently, or at the direction of the Director/Deputy Directors, conducts special studies or analyses including such topics as: impacts of statutory, regulatory, and programmatic changes; analysis of Division work performances; specific project status; and identification of problem areas and recommendations for corrective actions to the Director/Deputy Director.

Utilizes existing ADP systems to provide quick, accurate reporting and analysis of program activities. Provides analysis for the Director in order to identify and eliminate problem areas. Makes recommendations for improved program performance and better utilization of computerized systems.

Serves as liaison between Headquarters and the Region in development of operating year guidance, technology transfer, research and development within Air, Pesticides & Toxics Management Division.

Serves as principal point of contact for all requests for programmatic and human capital activities by developing issue papers, accomplishment reports, and other documents.



Anticipates the needs of the Director/Deputy Director by independently directing the compilation of technical information and the preparation of technical reports. Coordinates and completes special projects/assignments. Attends meetings on behalf of the Director/Deputy Directors to represent the Division/Agency, and present information relative to the Air, Pesticides and Toxics programs.

Provides support to the program planning and development activities of the 4 Branches to ensure budget and resource constraints are considered.

Advises Divisional management as to the anticipated impact of implementation of new programs on Divisional resources. Analyses cross media, cross program and cross organization issues regarding work plan impacts.

Assists in the identification of policies and procedures that could guide the implementation of programs in an effective manner in terms of resource utilization and program performance.

#### FACTOR LEVEL DESCRIPTIONS

##### **FACTOR 1: KNOWLEDGE REQUIRED BY POSITION** Factor 1-8 1550 Points

Advanced knowledge of management techniques, principles and practices in order to provide expert knowledge and information to policy makers and other agency representatives; and perform complex analyses of the full range of programmatic, managerial and administrative issues relating to the Division.

Mastery of a wide range of qualitative and/or quantitative methods sufficient to design and conduct comprehensive program studies for a wide range of issues with regards to the assessment and improvement of management processes and Program effectiveness.

Knowledge of analytical and evaluative techniques; knowledge of the range of administrative laws, policies, regulations, precedents, and both Federal and EPA regulations, EPA operations, rules, and procedures applicable to the program sufficient to coordinate Air, Pesticides, and Toxics Management Division activities.

Knowledge of environmental programs, managerial implementation of program plans, project methods and techniques, the demands imposed upon the program by the Agency and other offices, the demands and requirements of the processes themselves, and the needs of programs and management.

Knowledge of relationships with other programs and agencies, as well as the ability to develop effective relationships with a variety of individuals sufficient to work with headquarters, state officials, regional coordinators, Regional Administrator, and senior management staff.

Ability to communicate clearly, concisely and diplomatically with the program officials, state local officials, and the public, both orally and in writing. The incumbent must be skilled in interpretation of complex written and oral instructions, able to synthesize and assimilate ideas quickly, and be able to communicate problems, issues, and alternatives.

Ability to develop new and creative approaches to problems not susceptible to treatment by accepted methods.

#### **FACTOR 2: SUPERVISORY CONTROLS Factor 2-5 650 Points**

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the overall objective, the scope of the project, and deadlines for its completion. Other assignments are initiated by the employee, senior Regional Management or Headquarters directives or policies. The employee independently plans and carries out projects, leading the work of other analysts where appropriate. The employee informs the supervisor of progress, potential controversy or far reaching implications. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines and effectiveness in achieving intended objectives.

#### **FACTOR 3: GUIDELINES Factor 3-4 450 Points**

Guidelines include Federal, State and local regulations, legislation, agency policy and program directives, technical publications. Guidelines consist of a range of technical and administrative criteria involving concepts and principles for which the employee must either adapt, modify, or develop supplemental material to meet the needs of Region 4. Many activities involve innovative approaches for which there are no established guidelines.

#### **FACTOR 4: COMPLEXITY Factor 4-5 325 Points**

Assignments involve analyzing broad range of programmatic, administrative and managerial issues and making recommendations for improvement/implementation. Issues are complicated by the need to consider and evaluate the impact of changes in legislative and regulatory requirements, long range, program goals and objectives, political, economic and social consequences of changes in the type or amount of services provided or the changing nature of the program's clients and beneficiaries. The work requires a substantial degree of interpretation, creativity, and judgment.

#### **FACTOR 5: SCOPE AND EFFECT Factor 5-4 255 Points**

The purpose of the work is to assess the productivity and evaluate the effectiveness of Division programs and provide authoritative information and analysis to the Director/Deputies, senior Regional management, EPA Headquarters, other regions, states and public on programmatic, managerial and administrative activities in the Air, Pesticides and Toxics Management Division. Provides decision-makers with new approaches and alternative in preparing program plans, budget development, work operations, and other management aspects of the Air, Pesticides and Toxics Management Division.



Work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives and developing related administrative procedures. Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons within the Division. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons.

**FACTOR 6: PERSONAL CONTACTS** Factor 6-3 Points combined with Factor 7

Contacts are with management, technical personnel, and other officials of EPA, Headquarters and Regional offices. Technical and managerial staff of other federal agencies, state and local governments, environmental staff, contractors, consultants and concerned citizens are also frequently contacted. Incumbent represents the Division/Region at meetings and conferences.

**FACTOR 7: PURPOSE OF CONTACTS** Factor 7-3 180 Points

Personal contacts with supervisors and operating officials are made to obtain factual information and to provide authoritative opinions, advice, and/or guidance on Air, Pesticides and Toxics Management Division programs. Incumbent must influence or persuade others to adopt approaches and concepts where there are doubts and/or conflicts. When conflicts arise, the incumbent defends, justifies and/or negotiates settlement of controversies.

**FACTOR 8: PHYSICAL DEMANDS** Factor 8-1 5 Points

The work involves primarily sedentary office work with a minimum of physical exertion. Some travel is required.

**FACTOR 9: WORK ENVIRONMENT** Factor 9-1 5 Points

Work is typically performed in an adequately lighted and climate controlled office. No risks to health or safety are imposed by the employee's physical surroundings.



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: 4 Type of Action: Detail Temp Appointment SF 52 Request No.: \_\_\_\_\_

Position Title/Series/Grade: Program Analyst

Full Performance Level (FPL) of Position: 13  
(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12BV04A0013 (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |  |
|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate  | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input type="checkbox"/> Permit Writer—Moderate  |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist—Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |  |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.



SF 52 Request #: \_\_\_\_\_

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> EPA's financial resources/records | <input checked="" type="checkbox"/> Confidential business information   |
| <input type="checkbox"/> Proprietary information                      | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address)                       |
| <input checked="" type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)                   | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
6. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
8. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☒ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
9. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No  
What materials are involved? \_\_\_\_\_
10. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☒ No Describe: \_\_\_\_\_
11. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
12. Obliges the agency to take action or spend funds: ☐ Yes ☒ No  
What actions? \_\_\_\_\_ What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
13. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |  |
|--|--|
| Communicates with:   | Communication methods:   |
| <input checked="" type="checkbox"/> EPA personnel  | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA   | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input checked="" type="checkbox"/> Posts material on the EPA intranet or public website   |
|  | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
14. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No  
What systems/programs are involved? \_\_\_\_\_
15. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
16. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
17. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
18. Requires official EPA credentials: ☐ Yes ☒ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
19. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No  
Describe: \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name: [REDACTED]	<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number: [REDACTED]	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title: Program Analyst	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade: [REDACTED]	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization: [REDACTED]	

When this checklist is used as an amendment to/a position description, the following signatures are required:

Supervisor's Signature: [REDACTED]	Date: [REDACTED]
Personnel Specialist's [REDACTED]	Date: [REDACTED]

### Part 1. Contracts Management Duties

<b>Pre-award:</b> <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (list): _____	<input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input type="checkbox"/> Reviews invoices <input type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list): _____
<b>Post-award:</b> <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	<b>Close-out:</b> <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list): _____
Percentage of Time Spent on Contracts Management: <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">0</span> %	

*Continued*



<b>Part 2. Grants/Cooperative Agreements Duties</b>		<input type="checkbox"/> Advises Grants Management Office of potential problems/issues <input type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions <input type="checkbox"/> Approves payments requests or ACH drawdowns <input type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office <input type="checkbox"/> Negotiates amendments <input type="checkbox"/> Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only) <input type="checkbox"/> When necessary, recommends termination of the agreement <input type="checkbox"/> Resolves with Grants Management Office administrative and financial issues <input type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement <input type="checkbox"/> Other (list)
<b>Pre-application/Application:</b>		
<input type="checkbox"/> Prepares solicitation for proposals		
<input type="checkbox"/> Identifies potential grantees for area of program emphasis		
<input type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		
<input type="checkbox"/> Provides administrative information to applicants		
<input type="checkbox"/> Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		
<input type="checkbox"/> Assists applicant in resolving issues in application		
<input type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		
<input type="checkbox"/> Negotiates level of funding		
<input type="checkbox"/> Conducts site visits to evaluate program capability		
<input type="checkbox"/> Serves as resource to Selection Panel		
<input type="checkbox"/> Informs applicants of funding decisions		
<input type="checkbox"/> Other (list)		
<b>Award:</b>		
<input type="checkbox"/> Prepares funding package, including Decision Memorandum		
<input type="checkbox"/> Obtains concurrences/approvals		
<input type="checkbox"/> Reviews/concurs in completed document		
<input type="checkbox"/> Establishes project file		
<input type="checkbox"/> Other (list)		
<b>Project Management/Administration:</b>		
<input type="checkbox"/> Monitors recipient's activities and progress		
<input type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments		
<input type="checkbox"/> Provides technical assistance to recipients		
		<b>Close-out:</b> <input type="checkbox"/> Certifies deliverables were satisfactory and timely <input type="checkbox"/> Provides assistance to recipients and Grants Management Office to ensure timely close-out <input type="checkbox"/> Reconciles payment with work performed <input type="checkbox"/> Notifies recipient of close-out requirements <input type="checkbox"/> Obtains legal assistance if necessary to resolve incomplete close-out <input type="checkbox"/> If project is audited, responds to issues and ensures recipient complies with audit recommendations <input type="checkbox"/> Other (list)
		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto; text-align: center;">0</div> %
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		
<input type="checkbox"/> Plans and negotiates work effort		
<input type="checkbox"/> Estimates costs		
<input type="checkbox"/> Obtains funding commitments		
<input type="checkbox"/> Prepares commitment notice		
<input type="checkbox"/> Writes or reviews scope of work		
<input type="checkbox"/> Responds to pre-agreement inquiries		
<input type="checkbox"/> Participates in pre-agreement conferences		
<input type="checkbox"/> Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		
<input type="checkbox"/> Negotiates and ensures execution of Superfund State Contracts (Superfund only)		
<input type="checkbox"/> Performs technical evaluation of work plan and budget		
<input type="checkbox"/> Prepares funding package and obtains necessary concurrences		
<input type="checkbox"/> Other (list)		
		<b>Close-out:</b> <input type="checkbox"/> Reviews final report <input type="checkbox"/> Decides on disbursement of equipment <input type="checkbox"/> Reconciles payments with work performed <input type="checkbox"/> Reviews Superfund State Contracts to ensure full reimbursement (Superfund only) <input type="checkbox"/> Certifies deliverables <input type="checkbox"/> Resolves close-out issues with Grants Management Office/other agency <input type="checkbox"/> Other (list)
<b>Project Management/Administration:</b>		
<input type="checkbox"/> Reviews progress reports/financial reports		
		<b>Percentage of Time Spent on Interagency Agreements Management:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto; text-align: center;">0</div> %

Heidi LeSane

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Country of Citizenship: [REDACTED]

Highest Grade: 12

ICTAP Eligible: [REDACTED]

Availability: Job Type: Permanent

Detail

Telework

Work Schedule: Full-Time

Desired locations: US - GA - Atlanta

Work Experience: Environmental Protection Agency

09/2008 - Present

61 Forsyth Street S.W.

Atlanta, GA US

Hours per week: 40

Pay Plan: GS

Grade: 12

Supervisor: Stuart Perry [REDACTED]

Okay to contact this Supervisor: Yes

### Community Relations Specialist

I lead the Asthma Program for EPA Region 4. I conduct studies or analyses on impacts of regulations or statutory changes and making recommendations based upon findings; and advising management on the impact of resources due implementation of new projects or programs as it relates to decreasing the number of asthmatics exposed to indoor environmental asthma triggers; educating parents and caregivers on indoor triggers and actions to reduce them; and to educating individuals on the environmental management of asthma. I develop and disseminate asthma related materials to the general public and targeted groups of need in environmental justice areas. I plan, staff workshops, trainings, and conferences that may include coordination with senior officials. I prepare speeches, briefing papers, and talking points, relating to environmental or public policy programs in the Asthma arena to management and facilitate National and local asthma conferences. I respond to public



citizens on request for information in a timely manner. I advise senior management on alternative courses of action by summarizing policy options, stakeholder input, anticipated outcomes, etc., to assist in developing policy and program direction. During Asthma Awareness Month, I coordinate with the Public Affairs office to provide accurate and timely information about Asthma Outreach events to the social media staff. I formulate short and long term goals and priorities for functional areas, and participate with managers in planning the work of the organization to achieve EPA mission/strategic objectives as I report my annual commitments to train 2500 individuals and 100 healthcare professionals on environmental asthma triggers and environmental tobacco smoke. I identify resource implementation issues regarding program development by strategically spending the outreach funds yearly. I also serve as a Technical Project Officer for Asthma/Indoor Air Quality Assistance Agreements of more than \$200,000 by reviewing incoming applications, progress reports, and other technical documents to ensure compliance with both grant policies and related priority area objectives that lead to qualitative and quantitative results and developing sound request for initial proposals. I use project management tools such as the SWAT Analysis to develop technical project plans, budgets and analyses for these grants. I communicate with others to obtain their ideas, identify potential problems, and make recommendations to management for problem resolution. Through the grant review process, I use analytical methods to review data and transactions for possible violations and interpret process performance against established indicators to determine efficiency. I provide clear and timely briefings/presentations both internally and externally; articulate issues in a timely manner and provide appropriate background and context. I work with the state and/or local agencies, federal agencies, interest groups, regulated entities, and political leaders, other Regions and/or HQ to provide thoughtful, realistic options; and provide recommendations with well documented justification.

#### HIGHLIGHT

Care for Their Air: Asthma Pilot Project- Through the Care for Their Air: Asthma Pilot Project, a partnership between (EPA Asthma Program, Health and Human Service-Administration for Children and Families, and the Georgia Department of Public Health) was formed using an existing National MOU to develop outreach strategies that would increase awareness and educate staff and families about environmental health risk factors to young children and to facilitate access to resources that could be integrated easily into ongoing Head Start and Child Care program activities. I have developed program planning documents such as resource requirements, program accomplishments, project descriptions, project output plans to define program directions and activities by providing staff and families with information about comprehensive asthma environmental management practices and secondhand smoke prevention. This will result in children being less at risk and live in healthier environments. After the Pilot was conducted in Macon and Valdosta, I coordinated a webinar that reached over 300 participants. This project also caught the eyes of Senior Management and was mentioned during the ceremony in Washington D.C. introducing the Coordinated Federal Action Plan to Reduce Racial and Ethnic Asthma Disparities. Senior leaders from HHS, EPA and HUD discussed the four strategies identified in the Action Plan to address preventable factors which lead to asthma



disparities and promote synergies across numerous federal programs that affect asthma management. The Region 4 EPA-HHS partnership and the "ASTHMA STARTER KIT" was mentioned as an example of reaching a goal in the Federal Action Plan.

#### Federal Executive Board Leadership Training

10/2011 - 09/2012

Atlanta, GA US

Hours per week: 4

Supervisor: Ron Stephens [REDACTED]

Okay to contact this Supervisor: Yes

#### FEB Leadership Trainee

I also completed the [REDACTED] Federal Executive Board Leadership Program. The program was designed to build a cadre of seasoned professionals who possessed a broad understanding of the role of the Federal government in society and recognize the value of interagency collaboration in accomplishing Federal initiatives. The program provided participants with challenging opportunities for professional and personal growth through assignments, lectures, seminars, reading, team work, and interagency experiences. The program also assist participants in developing a broader perspective of managerial competencies particularly relative to interpersonal skills, influencing and negotiating, problem solving, leveraging diversity, partnering, strategic thinking, external awareness, accountability, team building, and continual learning.

Youth Empowerment for Environmental Awareness (YEEA), was developed as part of the [REDACTED] Atlanta FEB Leadership Government Program. The mission of the Youth Empowerment for Environmental Awareness (YEEA) is to equip today's youth with the tools and knowledge needed to prepare and educate the community in effectively handling issues that impact our environment. We took our group project to Charles Drew High School in Clayton County and invited the environmental science students to join. YEEA is a "train the trainer" program. This program is designed to select a group of students to teach how to identify and access public information about environmental issues. Once trained, the students will educate perspective peers and the local community to enhance environmental awareness. This program is designed to continue each school year with a different theme pertaining to the environment. Our first theme for the [REDACTED] school year was, "Chemical Emergency Preparedness." The training was centered on chemical threats in the local community and ways to become prepared. The theme for this inaugural year is "Children's Health and Air Quality Issues". The monthly training would be centered on children's environmental health issues, air quality concerns and chemical threats in your local community. Students would then make presentations and/or create informative items to disseminate to their peers and the local community. Activities during this year would ultimately enhance the knowledge of the YEEA Club as far as environmental issues.

FEB LEADERSHIP TRAINING(2012)



Servant Leadership, DISC Training, Understanding Diversity, The Audacity of Leadership, From Friction to Function, Managing Emotions and Thriving Under Pressure, Performance Driven Leadership: Rebuilding Trust, Commitment, and Performance, Taking your Skill Set from Good to Dazzling, Conflict Resolution, Security Awareness/Cyber Security, Government Accountability, Personal Accountability, Southwest Airlines Leadership-External Awareness

Environmental Protection Agency-Indoor Environments Division

06/2011 - 07/2011

1310 L Street, NW 4th Floor

Washington DC, DC 20005 US

Hours per week: 40

Pay Plan: GS

Grade: 12

This a time-limited appointment or temporary promotion

Supervisor: David Rowson [REDACTED]

Okay to contact this Supervisor: Yes

Indoor Environments Division Detailee

I developed training template to detail to the Indoor Environments Division in Washington D.C.

( [REDACTED] [REDACTED] ) where I gained maximum exposure to two core competencies of leadership. I developed core skills related to leading change and building coalitions/communications. I also gained knowledge of the organization's mission and goals that directly influence the strategic initiatives of the organization. I was able to bring a couple of assignments back to the Region and continue serve as the national contact.

This training detail provided knowledge of programs related to the mission of the Indoor Environments Division. Specifically, during this training assignment, my knowledge, skills and aptitudes on two performance elements were increased:

Leading change--Strategic Thinking:

- Understand the organization, its mission, its customers and its evolving strategic direction.
- Plan, and work towards long-term success, affordability and sustainability of particular areas of work within the Division, employing systems thinking and other analytical tools to assess and prioritize among options, programs and initiatives.
- Participate in planning strategic direction for the Division that is consistent with its fundamental purpose/mission and that is based on a holistic view of interdependent internal and external variable factors.

Building Coalitions and Communications--Partnering:

- Participate in and contribute to collaborative work, sharing information and soliciting input from others.
- Understands the value of, maintains the quality of, and can exercise appropriate influence on

relationships (with co-workers, supervisors, customers, contractors, and policy makers) across the environment.

- Value the benefits of professional organizations and other networks and pursue wider knowledge of networks relevant to issues affecting one's own work.
- Actively create and communicate strategic opportunities to partner with others towards the achievements of common goals.
- Plan strategically to implement partnering and collaborative relationships, using systems thinking to scan for opportunities, and strategic planning to modify organizational processes, systems, and relations to support new collaborative structures.
- Be a skillful and disciplined communicator who can communicate an overarching vision of a particular project, generate commitment, and who can facilitate and negotiate the often complex and delicate exchanges that must take place to accomplish partnership goals.

Training Assignments: During this training detail, I was assigned specific tasks to provide exposure and to gain knowledge of program and policies in the Indoor Environments Division. Specific assignments included, but was not be limited to:

- Coordination and training for regional staff on engaging Head Start programs with asthma and environmental tobacco smoke.
- Completed the overview and develop/deliver webinar to engage regional IE and Children's Health staff in the Head Start Project (goal is to roll this out in every region if possible and to recruit the Children's Health staff to partner with regional IE staff on this project)
- Create IAQ Impact fields to capture regional results
- Author blog and help post resources to ACN to spotlight this important work
- National Asthma Forum-Co-facilitate break out session on tailored environmental interventions in the school setting
- Asthma Team Meetings-Hosted the June and July monthly asthma team meetings

Environmental Protection Agency

04/2006 - 09/2008

Atlanta, GA US

Hours per week: 40

Pay Plan: GS

Supervisor: Lynorae Benjamin [REDACTED]

Okay to contact this Supervisor: Yes

Environmental Protection Specialist

I served as the Chair of the Training Workgroup Chair for the Air, Pesticides and Toxics Management Division (APTMD), the Region 4 General Conformity Contact; the Region 4 Training Coordinator and Liaison for the Region 4 state and local air quality agencies; and the primary contact for Kentucky and Florida for State Implementation Plan (SIP) development and issues. See previous entry for EPA for



more detailed listing of my other duties and responsibilities related to SIP and general conformity. In addition to these duties, in [REDACTED] I served in a leadership capacity on the ROC team that was responsible for developing a results oriented culture. See below for a summary of my leadership activities related the ROC and Training Workgroup.ROC Team

Results Oriented Campaign (ROC) Team: I am part of a team that developed results oriented performance culture for the EPA, Region 4 was the beta site for the rest of the agency. APTMD had a four member team that trained the branch chiefs with the section chiefs present. Our team briefed the upper management of our progress weekly. Our team coordinated with the Human Capital Management Branch in form of meetings, trainings and electronic communications. Previously, the region scored 65 out of 100 on the performance evaluation. This score had characteristics adequately present, but weaknesses were identified. We used methods of briefings, bulletins, fact sheets, workshops, trainings, reviews, and one-on-one coaching and consultation sessions. Our team focused heavily on the "SMART" (Specific, Measurable, Attainable, Reasonable, and Time Constrained) Principle for our division. The completion of this project resulted in a performance score of over 90 out of 100. The ROC Team was also nominated for a 2008 Team Award for the Federal Executive Board. Training Workgroup: I currently serve as the chair of the APTMD Training workgroup. This role requires working with at least 12 individuals and the Division Director serves as the management coach. This training workgroup sought to align with the Agency's vision of having the right skills at the right place, at the right time. APTMD acknowledges that an effective workforce is key and critical to meeting EPA's mission. The workgroup implements activities that enable staff to gain cross-programmatic knowledge, and provide training offered by division experts on special projects that might not generally or frequently be available. The workgroup also offers programmatic training to other Region 4 staff in an effort to advertise and promote the work activities and accomplishments of APTMD. Our vision statement is to support the Division Director in providing an environment which embraces learning, transferring knowledge, and building new skills. [REDACTED]

Federal Aviation Administration

03/2004 - 03/2006

Atlanta, AL US

Hours per week: 40

Pay Plan: FG

Supervisor: Jackie Sweatt-Essick [REDACTED]

Okay to contact this Supervisor: Yes

Environmental Protection Specialist

As an Environmental Protection Specialist for the Southern Region Federal Aviation Administration, I primarily provided support to the Airport District Offices (ADO) in the Southern Region for guidance and policy. I coordinated with Headquarters weekly to provide updates to the ADOs. In addition to my



technical duties, I was also given the opportunity to gain valuable leadership skills through a program I was selected for while at FAA. Below is a summary of my technical, coordination and leadership activities while employed at FAA.

#### Technical Assistance

Provided guidance and assistance to airports in implementing the National Environmental Policy Act and other federal laws and regulations; facilitated the review environmental assessments and approval of airport development, airport noise compatibility planning, airport noise and access restrictions, and other airport activities relating to environmental issues; facilitated the review of draft and final environmental impact statements to ensure contractor's accuracy of the development of the document; administered the application of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 to Airport Improvement Projects receiving Federal financial assistance; and assisted the Environmental Program Manager in ensuring an adequate environmental program.

#### Coordination

Coordinated annual Environmental Workshop to provide updates on Environmental issues with other Federal Agencies such as Environmental Protection Agency, Fish and Wildlife Services and Army Corps of Engineers. Coordinated with ADOs, federal agencies, and consultants to complete review and development of Environmental Impact Statements and record of decisions. Communicated with grants team to assure the money was used properly once Part 150 Noise money was granted.

#### Leadership

I was one of 10 staff chosen for the Federal Aviation Administration Leadership, Opportunities, and Challenges Program. This was a pilot program to provide a cost effective developmental leadership program for non-supervisory employee who aspires to become a leader in the future. This program also allowed management to develop tomorrow's leaders. This program was over the course of one year and the program content included leading a Presidential Proclamation activity, choosing a mentor, reading leadership books, attend trainings, complete a 30-day detail, complete a 1-day shadow assignment with a manager, generate and present a program impact paper to management.

#### Environmental Protection Agency

11/2002 - 03/2004

Atlanta, AL US

Hours per week: 40

Pay Plan: GS

Supervisor: Dick Schutt

Okay to contact this Supervisor: Yes

#### Life Scientist

I primarily provided support to the state and local air quality agencies for the development and implementation of their state implementation plans (SIP). I served as the primary contact for MS and



FL for SIP development and issues. I also served as the General Conformity contact for Region 4. In addition to my SIP-related duties, I also supported the Air Division (APTMD) as the Small Business Assistance Program (SBAP) Liaison. The following is a summary of the technical assistance, and coordination that I provided on a regular basis.

**Technical Assistance:** Continue to proactively work with state and local air agencies to provide technical assistance as they develop required revisions to the SIP; actively assist in the evaluation of the impact of growth on air quality to assure continued attainment of the National Ambient Air Quality Standards (NAAQS); utilize professional scientific knowledge to promote acceptance of EPA policy and procedures and to implement the program related to the attainment and maintenance of the NAAQS, in accordance with existing policies and precedents; prepare various technical and program reports and summaries to brief Section, Branch, Division, Regional, and legal staff on pertinent technical and programmatic matters and questions related to state and local agency annual program plans and SIPs; develop presentations for state, local or public meetings preparing texts and visual aids; make presentations to public groups explaining public programs for air pollution control; and routinely write and publish notices in the Federal Register.

**Coordination:** Regularly coordinates and facilitates the coordination of technical issues between EPA Headquarters, EPA regional technical staff and the state and local air quality programs for the development of SIP. Effectively coordinates with these groups to ensure that technical issues are resolved in accordance with EPA policy, regulation and technical guidance. Alerts management and EPA Headquarters to any precedent-setting and policy-related issue in need of their attention. Also, coordinates with EPA Region 4 legal staff on any issues that may have legal implications. Continually monitors the state and local air quality progress with meeting their air planning commitments and regularly reports status through grant tracking systems used by APTMD. Also coordinate with air permits, enforcement, air monitoring, and the modeling and transportation sections in the division for review of SIP revisions.

**SBAP Liaison:** I served as the liaison between the SBAP and APTMD Management for any technical issues related to small business and grants. SBAP often had questions and concerns that crossed our boundary in the CAA 507 (air only). I created, circulated and published a multimedia Newsletter for the SBAPs to communicate with all medias of the EPA. I received a Special Act award for that initiative in [REDACTED]

Georgia Pacific Resins Inc.

03/2000 - 11/2002

Decatur, AL US

Hours per week: 40

Chemical Technician/Chemical Hygiene Officer

Provided technical support to customers on the types of resins available; researched and developed resin products for oil filters, skate board ramps and paper towel rolls; analyzed data and display in graphs and reports; communicated on a regular basis with managers and employees to promote health and safety; trained over 50 employees on safety issues; completed accident investigations and

reports; provided Safety Inspections weekly to management and responsible for updating material safety data sheets. I received the Georgia Pacific Research and Development Technical contributor award in 2000 for my work on developing a patent pending resin.

Vinings Industries/Kemira

10/1997 - 03/2000

Marietta, US

Hours per week: 40

Microbiologist/Chemical Hygiene Officer

Served as the Microbiologist for Vinings Industries, now Kemira a company that manufactures water treatment chemicals (biocides, produces paints, wood finish, and heavy duty coating. My responsibilities included the development of control systems for bacterial contamination in various products; determination, development and coordination of technical support to sales and marketing; analysis and reporting of scientific data; development and implementation of safety program for the technical department; coordination of efficacy studies for biocide products for our customers; and supervision of the Safety Committee. I trained over 50 employees on safety issues; completed accident investigations and reports; provided Safety Inspections weekly to management and responsible for updating material safety data sheets. I received a Raving Fan award from an external customer for great service.

Education: Troy State University-Atlanta Branch

Atlanta, GA US

Master's Degree - [REDACTED]

36 Semester hours

Major: Public Administration

Minor: Environmental Management

GPA: [REDACTED]

Relevant Coursework, Licensures and Certifications:

Environmental Conservation and Control

Environmental Impact/Risk Management

Environmental Negotiations and Conflict Resolutions

Public Policy Analysis

Organization Theory

Public Personnel Management

Research Methods of Public Administration

Governmental Budgeting



Auburn University at Montgomery  
Montgomery, AL US

Bachelor's Degree - [REDACTED]

261.50 Quarter hours

Major: Biology

Minor: Microbiology

GPA: [REDACTED]

Relevant Coursework, Licensures and Certifications:

General Chemistry II AND III

Microbiology

Statistics

Physics

Organic Chemistry

Business/Professional Writing

Alabama State University

Montgomery, AL US

Some College Coursework Completed - [REDACTED]

107.5 Semester hours

Major: Biology

Minor: Microbiology

GPA: [REDACTED]

Relevant Coursework, Licensures and Certifications:

General Chemistry

Principles of Biology

General Botany

Public Speaking

Economics

English Composition I and II

Reasoning and Critical Thinking

Job Related Training: FEB LEADERSHIP TRAINING [REDACTED]

Servant Leadership, DISC Training, Understanding Diversity, The Audacity of Leadership, From Friction to Function, Managing Emotions and Thriving Under Pressure, Performance Driven Leadership: Rebuilding Trust, Commitment, and Performance, Taking your Skill Set from Good to Dazzling, Conflict Resolution, Security Awareness/Cyber Security, Government Accountability, Personal Accountability, Southwest Airlines Leadership-External Awareness

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

References: Jackie Sweatt-Essick

Federal Aviation Administration

Environmental Program Manager

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Professional

Erica White

Self

Business Consultant

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Personal

Lynorae Benjamin

Environmental Protection Agency

Regulatory Development Section Chief

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Professional

Tina Younger

Internal Revenue Service

Supervisory Tax Analyst

Phone Number: [REDACTED]

Email Address: [REDACTED]



Reference Type: Professional

Kenya Durley

Clayton County Schools

Science Teacher

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Personal

#### Additional Information: AWARDS

Recipient of awards, including winner of the Federal Executive Award –Outstanding Partnership Children's Health ([REDACTED] Office of Radiation and Indoor Air Award for Outstanding Team ([REDACTED]), Indoor Environments Division Peer to Peer Award ([REDACTED]-[REDACTED]), and the Atlanta Federal Executive Award for Finalist of Outstanding Team Award ([REDACTED]), [REDACTED]

Other Awards: [REDACTED] Nominated for Federal Executive Board Award-Results Oriented Campaign Team

- [REDACTED] Special Act Award-For completing 3 redesignation requests in a timely manner and developing a working relationship with Kentucky.

- [REDACTED] Time Off Award- Successfully organizing and supporting the Combined Federal Campaign (FAA)

- [REDACTED] Time Off Award- Successfully organizing and supporting the FAA Environmental Workshop (FAA)

- [REDACTED] Special Act Award-Development of the Newsletter for Small Business Assistance Programs (EPA)

- Georgia Pacific Research and Development Technical Contributor Award [REDACTED]

- Raving Fan Award- Vinings Industries [REDACTED] Leadership Programs

- Federal Women's Program Manager (FAA) 2006 - Southern Region Leadership, Opportunities, and Challenges Program (FAA) - [REDACTED]-[REDACTED]

#### PRODUCTS

In this current position, I have developed a number of asthma related products that can be used to educate the general public. I've developed an Asthma Bingo and Asthma Jeopardy game for the kids to have an interactive way to learn about asthma triggers. I also partnered with other Federal and State agencies to develop an asthma toolkit for Head Start and Childcare Center Directors to share information with staff and parents. I am also in the process of developing an asthma trigger video and partnered with Federal and State agencies to get the product complete.

Dipesh Haresh Fifadara

Country of Citizenship: [REDACTED]

Veterans' Preference: [REDACTED]

Highest Grade: 12

ICTAP Eligible: [REDACTED]

Availability: Job Type: Permanent

Work Schedule: Full-Time

Desired locations: US

Work Experience: U.S. Environmental Protection Agency (Region 4)

09/2008 - Present

Atlanta, GA US

Hours per week: 40

Series: 0819

Pay Plan: GS

Grade: 12

Supervisor: Vickie Tellis [REDACTED]

Okay to contact this Supervisor: Yes

Environmental Engineer

Regional Planner in the Planning and Business Operations Section of the Information Access, Integration and Systems Branch at US EPA Region 4.

As Regional Planner in a Lead Region capacity:

1. Coordinated and led bi-weekly conference calls for the Regional Planning Network with Regional Planners and EPA Head Quarter Planning Staff.
2. Planned and participated in the first two joint calls between Regional Planners and NEPPS Coordinators.
3. Briefed the Deputy Regional Administrator every month on all relevant planning activities.
4. Participated in the planning and development of all Goal and Cross Cutting Fundamental Strategies(XCFS) briefings for the Deputy Administrator.
5. Coordinated regional completion and assisted the Lead Region Coordinator in compiling the Region's eight cost savings initiatives for the Operational Efficiencies Workgroup. Provided input in the development of the Executive Management Council's Power Point Presentation and participated



in briefings with the Assistant Regional Administrator and Deputy Regional Administrator.

6. Served on a team to respond to the Administrators' call to reach out to stakeholders via listening sessions to get feedback on the National Academy of Sciences "Green Book" for Sustainability. Compiled a summary of the responses and briefed senior leadership on the results.

7. Worked with Region 4's Divisional Planners to ensure all Regional bids and commitments were accurate and submitted in a timely manner.

8. Developed the End-Of-Year reporting documents for the Region to be submitted to EPA Head Quarters, including the Organizational Assessment, Cross-cutting Fundamental Strategies Accomplishments and the Regional Map Document. Briefed senior leadership on all Regional submissions.

9. Participated in an EPA wide leaning event to redesign the document and process for the annual National Program Manager's (NPM) Guidance document.

Provided technical support to Community Action for a Renewed Environment (CARE) project officers. Created community assessments for several CARE project areas that include demographic, economic, environmental, and health data and statistics to help project officers and community leaders evaluate, identify, and communicate concerns. This task includes finding possible data sources, ensuring the validity and completeness of the data, analyzing and evaluating the data and reporting on the findings.

Developed GIS maps to help visualize locations of industry and pollution sources in a community, relative to residents.

Made extensive updates to the Region 4 Small Business Internet Website to make it more user-friendly and attractive to public users.

Received a Team Award (██████) for assisting in the identification and mapping of Coal-ash ponds and sites in the Region.

Robins Air Force Base (USAF, DOD)

02/2006 - 09/2008

Warner Robins, GA US

Hours per week: 40

Series: 0855

Pay Plan: GS

Grade: 12

Electronics Engineer

Performed software maintenance for the E-8C J-STARS (Joint Surveillance Target Attack Radar System) aircraft.

Served as Software Developer / Electronics Engineer in support of J-STARS Operational Flight Program. Duties included initiating, directing and coordinating software studies and software modifications, resolving complex requirements and refining new software techniques.

Constantly monitored project objectives at every step of the software development cycle to ensure organizational performance, cost, schedule, and operational objectives were met.  
Led peer review teams to ensure compliance with all programming and documentation requirements for a CMMI Level 5 organization.  
Exceeded expectations by delivering 100% defect free software products in spite of aggressive delivery schedules and stringent quality measures.  
Received a Notable Achievement Award in November [REDACTED] for superior performance.

#### TAMU Reads & Counts

01/2005 - 12/2005

College Station, TX US

Hours per week: 10

#### Tutor

Assessed and tutored individual and small groups of students in Reading, Science and Math. Worked individually with disadvantaged and handicapped students to improve their performance.

#### Center for Devices and Radiological Health (FDA, HHS)

06/2003 - 12/2004

Rockville, MD US

Hours per week: 40

Series: 0858

Pay Plan: GS

Grade: 7

Supervisor: Aldo Badano [REDACTED]

Okay to contact this Supervisor: Yes

#### Research Assistant

Research Assistant (CO-OP)

Division of Imaging and Applied Mathematics

Worked under a mentor for one non-consecutive year, assisting in medical display research as part of the Medical Device Fellowship Program.

Duties included implementing an automatic goniometric system to measure luminance and contrast responses of medical active-matrix liquid crystal displays, creating software to run human-observer studies.

Recorded, formatted and analyzed the experimental data to study the impact of display quality and characteristics on medical detection processes.

Authored numerous journal publications (see below) to report findings on display quality and its' potential impact on human health and safety.



Education: Georgia State University

Atlanta, GA US

Master's Degree - [REDACTED]

33 Semester hours

Major: Economics

GPA: [REDACTED]

Georgia College And State University

Milledgeville, GA US

Master's Degree - [REDACTED]

36 Semester hours

Major: Master of Public Administration

GPA: [REDACTED]

Texas A&M University

College Station, TX US

Bachelor's Degree - [REDACTED]

150 Semester hours

Major: Biomedical Engineering

Minor: Electrical Engineering

GPA: [REDACTED]

Languages: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

Professional Publications: D. H. Fifadara, A. Averbukh, D. Channin, A. Badano, "Effect of viewing angle and contrast for a five- and a nine-million pixel medical liquid crystal displays." Journal of Digital Imaging, 17 (4):264-270, 2004.

A. Badano and D. H. Fifadara, "Comparison of Fourier-optics, telescopic, and goniometric methods for measuring angular emissions from medical liquid-crystal displays." Applied Optics, 43(26):4999-5005, 2004.

A. Badano and D. H. Fifadara, "Goniometric and Conoscopic measurements of angular display contrast for one-, three-, five-, and nine-million pixel liquid crystal displays." Medical Physics, 31(12):3452-3460, 2004.

A. Badano, B.D. Gallas, and D. H. Fifadara, "Visual detection with non-lambertian displays: model and human observer results." Proc. SPIE 5744:271-278, 2005.

References: Dr. Aldo Badano  
Center for Devices & Radiological Health (FDA)  
Former Supervisor

[REDACTED]  
[REDACTED]

Reference Type: Professional

Angie Billups  
Environmental Protection Agency, Region 4  
Former Section Chief (Acting)

[REDACTED]  
[REDACTED]

Reference Type: Professional

Vickie Tellis  
Environmental Protection Agency, Region 4  
Branch Chief



[REDACTED]

Reference Type: Professional

Additional Information: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**Job Title:** Program Analyst, GS-0343-13  
**Agency:** Environmental Protection Agency  
**Job Announcement Number:** RTP-R4-MP-2012-0037

[Print Preview](#)[Agency Contact Info](#)

**Job Announcement Number:**  
RTP-R4-MP-2012-0037

**Control Number:** 327749300

**This position is closed and no longer accepting online applications through USAJOBS.**

**The contents of the announcement can still be viewed.**

**SALARY RANGE:** \$85,500.00 to \$111,148.00 / Per Year  
**OPEN PERIOD:** Monday, October 01, 2012 to Monday, October 22, 2012  
**SERIES & GRADE:** GS-0343-13  
**POSITION INFORMATION:** Full-time - Temporary promotion not-to-exceed two (2) years.  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** FEW vacancies - Atlanta, GA, US [View Map](#)  
**WHO MAY APPLY:** Current permanent EPA employees in Region 4 with competitive status and CTAP eligibles.  
**JOB SUMMARY:**

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career-we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. See more about us here: <http://www.epa.gov>.

This position is located in Region 4, Air Pesticides and Toxics Management Division, Immediate Office, in Atlanta, GA.

For more information on this office, visit their website: <http://www.epa.gov/aboutepa/region4.html>

### KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.
- This is a temporary position. See Other Information on assignment limits.

### DUTIES:

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You will:

- Conduct studies or analyses on impacts of statutory, regulatory, and programmatic changes, and Division work performances and make recommendations based upon findings.
- Serve as liaison between Headquarters and the Region in development of operating year guidance, technology transfer, and research and development within the Division.
- Advise Divisional management as to the anticipated impact of Divisional resources due to the implementation of new programs.
- Review operations to improve procedures, which affect the overall effectiveness of the Division.



**QUALIFICATIONS REQUIRED:**[Back to top](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-13 level, you need to have at least one year of full time experience defined as conducting studies or analyses on impacts of regulations or statutory changes and making recommendations based upon findings; and advising management on the impact of resources due implementation of new projects or programs.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: 1) Knowledge of analytical and evaluative techniques; 2) Skill in communicating in writing; 3) Skill in communicating orally; 4) Ability to manipulate raw data into a usable report; 5) Ability to assess operational functions and derive deficiencies in an organization; and 6) Knowledge of administrative and operational laws, policies, and regulations.

This position is designated as Low Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

**BENEFITS:**[Back to top](#)

Benefits will not change for current permanent EPA employees.

**OTHER INFORMATION:**

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you have part-time work experience, read this: ([http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm))

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

This position is in the bargaining unit.